

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 6, 2004

**FROM: ED KIECZYKOWSKI, County Librarian
Library**

SUBJECT: CLASSIFICATION ACTIONS

RECOMMENDATIONS:

1. Approve the reclassification of position 10009 from Automated Systems Analyst I, Administrative Unit, R53 (\$42,952 - \$54,808) to Automated Systems Analyst II, Administrative Unit, R60 (\$50,918 - \$65,083).
2. Approve the reclassification of position 75655 Automated Systems Technician, Technical and Inspection Unit, R42, (\$32,822 - \$41,912), to Automated Systems Analyst I, Administrative Unit, R53 (\$42,952 - \$54,808).
3. Approve the reclassification of position 12046 from Library Assistant, Technical and Inspection, R27 (\$22,776 - \$29,078), to Automated Systems Technician, Technical and Inspection Unit, R42 (\$32,822 - \$41,912).
4. Direct the Clerk of the Board to amend the County Conflict of Interest Code List of Designated Employees to add the classification of Automated Systems Analyst II assigned to the County Library in disclosure category 2 and to delete the classification of Automated Systems Analyst I assigned to the County Library in disclosure category 2.

BACKGROUND INFORMATION: The Library's Automated Systems Analyst(ASA) I position was added when the department's automation section was comprised of 3 part-time Public Service Employee technicians and a Library Assistant involved in report writing with the automated circulation system. At that time, the Library had fewer than 100 PCs and terminals for all sites. The Library currently has over 500 PCs deployed in 30 sites and the Automation staff is now comprised of 5 full-time Automated Systems technicians in addition to the current ASA I and Library Assistant. In addition, the Library is involved in construction planning for 5 new facilities, depending on grant funding. This significantly-increased automation program requires a supervisory position commensurate with the additional responsibilities, for which the Library is requesting approval of the recommended reclassification of the existing Automated Systems Analyst I position to an Automated Systems Analyst II position.

The Library's automation needs have become increasingly sophisticated, with regular requirements for integrated databases used for public access as well as administrative reporting functions. In addition, the Library's Web site, designed to facilitate public access to a variety of information resources, has become more complex, requiring regular programming capability to ensure reliable juxtaposition of external resources with the automated circulation system, as well as requiring an on-site troubleshooting capability.

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The Library's automated circulation system is projected to migrate to a Web-based upgrade within the near future, requiring a position familiar with the Library's existing automation functions and resources and capable of providing adequate programming and supervisory input. The position's responsibilities also will include increased liaison with the automated circulation system vendor. These needs would be best met by approval of the recommended reclassification of an existing Automated Systems Technician position to Automation Systems Analyst I.

Prior to the augmentation of the Library's Automation section with full-time automation positions, a Library Assistant became involved in producing reports from the Virtual Memory System-based (VMS) automated circulation system, including a variety of statistics, overdue materials and analytical assessments. This position became responsible for increasingly complex use of the system, including basic VMS programming. The technical responsibilities are projected to become more complex with the migration to a Web-based system. The technical responsibilities required are commensurate with those of an Automated Systems Technician I, to which the Library requests approval of the recommended reclassification of the current Library Assistant I position.

REVIEW AND APPROVAL BY OTHERS: The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager, 387-5904) on March 25, 2004; County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on March 17, 2004; and the County Administrative Office (Tom Forster, Administrative Analyst, 387-4635) on March 30, 2004.

FINANCIAL IMPACT: The additional cost of this action for the remainder of the current fiscal year will be approximately \$2,500. County Library has sufficient appropriations available in the FY 2003/04 budget for this cost. The full year cost of this action for FY 2004/05 will be approximately \$16,000 and will be included in the County Library's budget .

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action based on the principle of compensating employees at a rate that is commensurate with the job's duties and responsibilities. The Human Resources Department conducted a classification study of these three positions. Based on the results of that study, Human Resources also concurs with this action.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Ed Kieczkowski, 387-5721